



CITY OF RIVERDALE

6690 Church Street
Riverdale, GA 30274
(770) 997-8989

REQUEST FOR PROPOSAL

August 10, 2010

POSTAGE AND FOLDING MACHINES

FOR

THE CITY OF RIVERDALE, GEORGIA

I. INTRODUCTION

The City of Riverdale, Georgia ("Riverdale") is soliciting proposals from companies for the lease of two machines: a postage machine and a postage folding machine.

Locally owned businesses and minority-owned and female-owned firms are encouraged to respond to this RFP. Riverdale has a local vendor preference program, available for viewing at: www.riverdalega.gov. Procurement of postage machine services by Riverdale will be carried out in compliance with Riverdale's purchasing policy.

II. SUBMISSION INSTRUCTIONS

- A. Proposals must be received by 3:30 P.M., local time, on October 1, 2010 and submitted to:

**Stephanie L. Thomas
City Clerk
City of Riverdale
6690 Church Street
Riverdale, GA 30274.**

Any proposal received after 3:30 P.M., local time, on October 1, 2010 WILL **NOT** be accepted.

- B. Selection criteria are outlined in the RFP herein.
- C. All Bidders submitting a proposal will receive written notice of the award decision.
- D. All submittals and documentation received by Riverdale shall become the property of Riverdale and will not be returned.
- E. Riverdale reserves the right to reject any and all submittals received in response to this RFP. Riverdale is under no obligation to award and/or enter into a contract for these services and the consultant selection schedule may be revised at Riverdale's discretion.
- F. All costs associated with the preparation and submission of the RFP submission packet ("RFP Response") shall be borne solely at the expense

of the Bidder. Riverdale shall not be responsible for any costs or expense incurred by Bidder.

- G. This RFP and, if applicable, the interview selection processes shall in no way be deemed to create a binding contract of agreement of any kind between Riverdale and the Bidder.
- H. Riverdale reserves the right in its sole discretion to waive informalities in the RFP or an RFP Response but is not required to do so.
- I. The RFP Response should be responsive to the each item in the specific range of issues elaborated in this RFP. Submission of excessive "boilerplate" information is discouraged, and failure to address all required items or failure to submit all required documents will disqualify an RFP Response from competition.
- J. It is the responsibility of each Bidder to examine the entire RFP, seek clarification in writing, and review its proposal for accuracy before submitting the RFP Response. Once the submission deadline has passed, all RFP Responses will be final. Riverdale will not request clarification from any Bidder relative to its RFP Response.

III. RFP RESPONSES

- A. Submit - one (1) unbound original and six (6) bound copies of the RFP Response.
- B. Each RFP Response is to be bound and shall not exceed *thirty* (30) pages, on of 8 ½ -inch by 11-inch printed on both sides, no larger than a 12 pt. font. The thirty (30) -page requirements does not include the front cover, or back cover of the document.
- C. Tab 1. Business Identification Form (see Appendix A).
- D. Tab 2. Provide a description of Bidder's special capabilities, techniques or resources that can be contributed to this assignment.
- E. Tab 3. Submit a fixed-price proposal (use the Fee Proposal form provided in Attachment D). The total fixed-price fees proposed shall be considered to be inclusive of all fees and expenses [travel expenses, printing, reproduction, postage, etc.]. No reimbursables will be paid beyond the total fixed-price fee proposal amount submitted in response to this RFP, on the form provided in "Attachment D" herein. If Bidder anticipates that services will be required to complete the work that are not outlined in the

Scope of Work, the Fee Proposal should describe these services in a distinct and separate line item.

- F. Tab 4. Bidder must provide proof of insurance as set forth in Attachment B. Bidder must provide in Tab 4 declaration pages showing it carries the required levels and types of insurance. Further, as a mandatory term of any contract with Riverdale, Bidder must agree to the indemnification requirements set forth in Attachment B.
- G. A Table of Contents, with corresponding tab sheets, which correspond to items (C-F), must be included as well, to identify each section, in the same sequence requested in this document.

IV. SELECTION PROCESS

A. Scoring Values

The decision for selecting a Bidder will be made by the “Evaluation Committee,” made up of some Riverdale personnel and possibly other persons, who will use the criteria listed below:

Schedule of Scoring Criteria (Maximum 100 Points)

No	Description of Items	Points
A	Evaluation of Bidder’s ability to follow instruction in preparing and submitting proposal	10 Pts.
B	The experience of Bidder and key staff as it relates to projects of a similar nature and scope	10 Pts.
C	Support services available to maintain product over term of the lease	20 Pts.
D	Evaluation of technical capabilities of product	30 Pts.
E	Evaluation of the Fee Proposal	30 Pts.

Pursuant to Riverdale’s Local Preference Program, additional points are available for Bidders with proof of the required ties to Riverdale, Clayton County and/or State of Georgia. Please see Riverdale’s Local Preference Program for complete details.

B. SELECTION PROCESS

1. Each member of the Evaluation Committee will read, review, evaluate and score each RFP Response based on the items contained above.
2. The Evaluation Committee will be responsible for reviewing all RFP Responses and will select one Bidder for recommendation to the Mayor and Riverdale City Council for approval. The Mayor and City Council has final approval authority.
3. Riverdale reserves the right to negotiate adjustments in any and all elements of what Bidders submit in their RFP Responses, as long as such adjustments do not have the effect of increasing the total compensation paid by Riverdale over the total proposed fixed-price fee compensation set forth in the RFP Response.
4. Any RFP Response shall remain a valid proposal for three months after the proposal due date. Riverdale may, in the event the selected Bidder fails to perform and/or the contract is terminated within forty-five days of its initiation, request the Bidder submitting the next acceptable proposal to honor its RFP Response and fee proposal.

V. MISCELLANEOUS PROVISIONS

A. Satisfactory Work

Any work found to be in any way defective or unsatisfactory shall be corrected by Bidder at its own expense at the order of Riverdale. Riverdale also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. Riverdale reserves the right to charge Bidder with any, all costs incurred or retain/deduct the amount of such costs incurred from any monies due, or which may become due as a result of this substitution.

B. Fixed-Price to Remain in Place

1. All prices, costs, and conditions outlined in the RFP Response shall remain fixed and valid for acceptance for ninety (90) calendar days starting on the due date of the bid.
2. Prices will remain consistent for the duration of the Contract.
3. The fixed-price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in

accordance with specifications of this RFP, including ongoing maintenance of machines as needed.

C. Equal Employment Opportunity

Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Bidder will take affirmative action to ensure applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, or disability.

Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) pay rates or other forms of compensation and (8) selection for training, including apprenticeship. Riverdale fully encourages the participation of qualified minority and female-owned business with respect to the project.

D. Prohibited Interests

No elected official, officer or employee or agent of Riverdale will have either a direct or an indirect interest in this Contract or the proceeds thereof.

E. Prohibited Contact

No Bidder, team member or consulting organization is to discuss any part of this RFP with any member or employee of Riverdale outside of the evaluation meeting.

F. Rejection

Riverdale reserves the right to reject any and all submittals or parts thereof and to reissue this RFP. In addition, Riverdale does not guarantee that a contract will be awarded as a result of this RFP.

ATTACHMENT A:
BUSINESS IDENTIFICATION FORM
(Your Letterhead)

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name of the company under which you do business:

2. _____
Permanent main office address:

City State Zip Code

3. _____
Phone No. Fax No.

4. _____
E-Mail Address

5. Type of organization: (Check all applicable)

____ Individually-Owned ____ Partnership ____ Corporation ____ Joint
Venture

____ Non-profit ____ Private ____ Public ____ Minority Owned ____ Female-
Owned

6. If a corporation, enter the date of incorporation and the state in which incorporated:

Date: _____ State: _____

7. Identify number of employees: _____

8. Enter the number of years you have been in business under the present name: _____

9. _____
Enter any other names your company has done business under.

Indicate the dates, locations and number of years for each:

10. Identify name, title and telephone no. of person(s) in your organization authorized to negotiate and bind the Bidder to a contract.

a.

Name	Title	Tel No.
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ATTACHMENT B:

INDEMNIFICATION AND INSURANCE REQUIREMENTS

I. INDEMNIFICATION

- A. Bidder will defend, at Bidder's sole expense, indemnify and hold harmless Riverdale, their officials, employees, agents, servants, representatives and assigns from and against any and all liability damages, losses, expenses, claims, demands, suits, actions, judgments, bodily injuries or sicknesses to any person, or damage, destruction or loss of use of any property arising out of or related to the services provided by Bidder and/or caused by Bidder's negligence or willful misconduct.
- B. This indemnification obligation includes paying Riverdale's attorney's fees and costs in defending or responding to any such claim, demand, suit, action, judgment, etc.

II. INSURANCE REQUIREMENTS

- A. Types and Amount of Required Insurance: Bidder shall at all times maintain in full force and effect Automobile, Commercial General Liability and Excess Umbrella Liability. All insurance shall be by insurers, or a self-insurance plan, acceptable to Riverdale and Clayton County before commencement of work hereunder. For the purpose of the RFP Response, Bidder shall carry the following types of insurance in at least the limits specified below:

Coverages	Limits of Liability
Commercial General Liability	\$2 million/\$6 million
Excess Umbrella Liability	\$5 million/\$10 million
Automobile Insurance	\$1,000,000 combined single limit

- B. All certificates of insurance shall provide the City of Riverdale with thirty (30) days written notice of cancellation of any of the coverage areas named in said certificate.
- C. Riverdale will be named as additional insureds under these insurance policies.

ATTACHMENT C:

SCOPE OF WORK

1. Provide and deliver to Riverdale for a term of years lease a Postage Service Machine. Bids shall include needed maintenance costs in the overall fixed price. All bids must meet the following minimum specifications:

- Ability to process one-hundred and eighty (180) pieces of mail per minute;
- Ability to print in color;
- Ability to clean addresses without the installation of additional software;
- Ability to track packages without the installation of additional software;
- Bulk mailing capability;
- Provide all necessary training, installation, maintenance and support services to Riverdale staff.

2. Provide and deliver to Riverdale for a term of years lease a Postage Folding Machine. Bids shall include needed maintenance costs in the overall fixed price. All bids must meet the following minimum specifications:

- Maintain a cycle speed of three-thousand (3,000) pieces of mail folded per hour;
- Must require trial piece;
- Ability to perform one-hundred (100) inserts simultaneously;
- Provide all necessary training, installation, maintenance and support services to Riverdale staff.

ATTACHMENT D:

BID SUBMISSION FORM
(Your Letterhead)

NAME OF PROPOSING FIRM:

MAILING ADDRESS OF PROPOSING FIRM:

CITY: _____

STATE: _____ ZIP+4: _____

TELEPHONE: _____

EMAIL: _____

FEE AMOUNT PROPOSED:

\$ _____

TERM OF PROPOSED LEASE:

X _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE _____